

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

AMENDED: DESCRIPTION OF DUTIES
READVERTISEMENT PREVIOUS APPLICANTS NEED NOT REAPPLY

ANNOUNCEMENT NO: CFSA-08-P005

OPENING DATE: 9/17/08

IF "OPEN UNTIL FILLED"
First Screening Date

9/30/08

POSITION: PLANNING SPECIALIST, DS-301-13

CLOSING DATE: OUF

SALARY RANGE: DS-13 \$72,010 - \$92,782 PA

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

WORK SITE: WASHINGTON, D.C.

PROMOTION POTENTIAL: DS-13

AREA OF CONSIDERATION: Unlimited

NO. OF VACANCIES: One (1)

AGENCY: Child and Family Services Agency (CFSA), Office of External and Interagency Affairs (OEIA), Office of Planning, Policy and Program Support (OPPPS)

DURATION OF APPOINTMENT: | ☒ | **Permanent** | | Term (13 months to 4 years) NTE: _____
| | Temporary (Up to 1 year, Not-to-Exceed) _____

| ☒ | **This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.**

| | **This position IS NOT in a collective bargaining unit.**

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for assisting in the development, implementation and monitoring of the agency's strategic and operational planning, performance accountability and other management initiatives and processes. Develops effective internal procedures to facilitate the timely accomplishment of program goals. Monitors strategic planning activity and reports findings to the Supervisory Planning Advisor and other senior managers. Collects, and analyzes data, specifically related to child abuse and child neglect cases, and reports on emerging trends. Compiles, analyzes and interprets planning documents in order to develop local planning recommendations. Accesses, develops and reviews data, which serves as a basis for developing new procedures, mechanisms or measures to implement strategies to assist management goals and objectives. Designs and monitors a performance management tracking system. Interprets statistical trend analysis to identify service utilization and other trends. Provides planning and research assistance to program and operation staff of the agency. Prepares planning documents, including those required by local, state and federal funding sources. Presents findings to the Supervisory Planning Advisor and other senior managers citing overall effectiveness in contributing to the agency's attainment of desirable objectives. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge.

FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

1. Thorough knowledge of general literature in child welfare, to assess the feasibility of current operating programs to establish more effective methods of operation;
2. Thorough knowledge of operating programs and the interrelationships among such programs to perform analysis by developing and evaluating the effectiveness of new or modified program objectives and operations;
3. Thorough knowledge of performance management systems to draw conclusions and recommend appropriate action or solutions to improve program efficiency and effectiveness;
4. Ability to communicate effectively orally and in writing to prepare and present recommendations or solutions regarding complex issues based on analysis and evaluation, including the preparation and presentation of reports, proposals, charts and other means of presentation; and
5. Ability to use Microsoft Office software applications.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

MAIL TO:	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
TO APPLY:		WEBSITE:	www.cfsa.dc.gov
FAX TO:	(202) 727-5750	TELEPHONE:	(202) 724-7373
EMAIL TO:	cfsa.jobs@dc.gov		

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY HUMAN RESOURCES ADMINISTRATION
